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E X T R A C T

Dec. 8, 1947

MEMORANDUM FOR: Assistant Director for Special Operations
Executive for Administration and Management

SUBJECT: Administration of Property and Supplies for the Office of
Special Operations

1. Procurement and Accountability of Property, Supplies and
Equipment

a. All non-operational and housekeeping property, supplies and equipment for OSO in Washington will be furnished by the Services Branch, A&M and will be subject to its controls and property regulations.

b. (1) OSO operational property is defined as property procured by or for OSO for confidential purposes which requires classification of the procurement or use, and includes all property at or enroute to foreign stations.

(2) The ADSO will prescribe the property regulations and controls for operational property provided for and utilized by his office and its field stations.

(3) Property regulations and controls prescribed under this delegation of authority will conform so far as practicable to those prescribed for other activities of CIA.

c. Those items for overseas use which do not present security risks in procurement or shipment will be furnished by the Services Branch, A&M.

d. All property, supplies, and equipment procured by the Services Branch, A&M, under paragraph 1-c, for OSO foreign stations or for operational use, will be considered normal CIA property until transferred to the Transportation and Supply Division, OSO. To preserve the necessary security, OSO will assume full responsibility and accountability upon such transfer, and the Services Branch, A&M will drop the transferred property from its records as expended items. OSO will make no reports to the Services Branch, A&M of such property held by or transferred to OSO under this authority, and no reports of dollar accountability in connection therewith.

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